

Request for Legal Counsel Involvement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request the involvement of legal counsel regarding [brief description of the matter]. Given the complexities associated with this issue, I believe it is essential to seek the expertise of our legal team to ensure compliance and safeguard our interests.

The details of the matter are as follows:

- Issue Description: [Provide brief details]
- Relevant Dates: [List dates]
- Potential Implications: [Describe implications]

I would appreciate it if we could schedule a meeting to discuss this matter further and outline the steps we need to take. Please let me know your availability for this meeting.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]